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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
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January 6, 1944

CIVILIAN FOOD REQUIREMENTS BRANCH MEMORANDUM NO. E-2  
Supplement 1

To: All Regional Directors

From: Norman Leon Gold, Chief  
Civilian Food Requirements Branch

Subject: Procedure for Handling Requests for Assistance  
in Industrial Feeding

Because of the contemplated increase in the number of requests for assistance in the establishment and operation of industrial food services it will be necessary for each region to develop procedures to provide assistance where it is most urgently needed. Assistance may be provided in response to requests from cooperating federal, state and local agencies, from recognized local committees, from management, and from labor groups.

In determining where personal surveys should be made consideration should be given to the number of workers involved, the adequacy of existing in plant and nearby food services and the strategic importance of the particular plant in furthering the industrial nutrition program.

Requests from Cooperating Federal Agencies

Through the Inter-Agency Committee on Food for Workers FDA has been assured the cooperation of WPB, WMC, OPA, USPHS, the Army, Navy and Maritime Commission field representatives who have occasion to visit war plants. Such representatives will request FDA assistance by transmitting two copies of Form FDA 677 to the appropriate FDA regional office, whenever in their judgment lack of adequate food services is adversely affecting production, is responsible for high absenteeism and turnover rates or is detrimental to the health of the workers.

Such requests should be given immediate attention, personal surveys being made where necessary and appropriate recommendations provided for management. Both directly and in cooperation with other agencies concerned, every effort should be made to assist management in carrying out recommendations.

### Requests from Cooperating State and Local Agencies and Committees

In many instances complaints about operation of industrial food services and requests for assistance from labor and management might be handled by cooperating state and local agencies (health and labor departments, licensing bureaus, etc.), the representatives of which have occasion to inspect plants periodically and are familiar with in-plant and community feeding conditions.

Some industrial nutrition committees are also able to assist in this way. In addition, there may be created for this purpose Labor-Management-Government Committees, such as the Detroit Committee, the operating procedure of which was sent to Regional Directors on September 17, 1943. Cooperation of these agencies and committees in screening requests for assistance should be enlisted whenever possible.

Where such bodies are unable to handle industrial feeding problems, Regional Directors may provide them with copies of Form FDA 677 for use in referring cases requiring FDA attention. Such requests should be complied with as promptly as possible.

### Requests for Labor, Management and Other Sources

Requests will also be received directly from labor, management or individuals not acting for any of the above-mentioned groups.

### Methods of Providing Assistance

Requests for assistance with specific problems may be handled directly by FDA representatives or, where necessary, by involving other agencies. Where assistance is required on the organization and operation of food services or nutrition education programs, recommendations based on personal surveys should be made to management in accordance with Nutrition and Food Conservation Branch Memorandum No. C-1, Supplement 1, hereby designated Civilian Food Requirements Branch Memorandum No. E-2, Supplement 2.

A written request should be obtained from management before making surveys of in-plant food services. WPB Office of Labor Production and WFO representatives will assist in obtaining such requests, if necessary.

### Adoption of Recommendations

Efforts should be made to determine the extent to which recommendations have been put into effect. For this purpose it will be necessary to obtain comparative data on the number of persons fed, types of meals served, improvements in facilities and organization, etc.

Reports

Three types of reports should be submitted regularly to this Branch.

1. Copies of Recommendations to Management based on personal surveys, in accordance with the above-mentioned Branch Memo E-2, Supplement 2.
2. Monthly reports of initial service to plants, Form FDA 667, in accordance with Nutrition and Food Conservation Branch Memorandum C-2, Supplement 2, hereby designated Civilian Food Requirements Branch Memorandum No. E-2, Supplement 3.
3. Monthly narrative reports describing development of the program and outlining problems requiring attention of this Branch.

Attachment

*Norman Leon Gold*

Norman Leon Gold, Chief  
Civilian Food Requirements Branch

B-195





WAR FOOD ADMINISTRATION  
Food Distribution Administration

Date \_\_\_\_\_

To: Food Distribution Administration

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: Name \_\_\_\_\_ Title \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

Subject: Request for Assistance in Connection with Industrial Food Services

Name of Company \_\_\_\_\_ Product \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_

Official to contact \_\_\_\_\_ Title \_\_\_\_\_

1. Type of assistance requested. Check problems involved, e.g.,  
food supply \_\_\_\_\_, food preparation \_\_\_\_\_, rationing \_\_\_\_\_, equipment \_\_\_\_\_,  
operation of food service \_\_\_\_\_, manpower \_\_\_\_\_, nutrition education \_\_\_\_\_,  
other \_\_\_\_\_

Comments \_\_\_\_\_

2. Number of Workers

Total \_\_\_\_\_ Men \_\_\_\_\_ Women \_\_\_\_\_

1st shift (day) \_\_\_\_\_ 2nd shift \_\_\_\_\_ 3rd shift \_\_\_\_\_

3. Type of industrial food services \* at present

(Check all that apply, indicating the number of units, if more than one)

- a \_\_\_\_\_ none  
b \_\_\_\_\_ Restaurant (with waiter service)  
c \_\_\_\_\_ Cafeteria  
d \_\_\_\_\_ Lunch Counter, Lunch Stand or Canteen  
e \_\_\_\_\_ Food Wagons  
f \_\_\_\_\_ Dispensers (other than candy or soft drinks)  
g \_\_\_\_\_ Boxed Lunch Concession (sold to employees outside of plant)  
h \_\_\_\_\_ Kitchen in which hot food is prepared  
i \_\_\_\_\_ Other (Specify) \_\_\_\_\_

4. Are food services mentioned on plant property? \_\_\_\_\_

\*An industrial food service operation can be defined as an operation which supplies food primarily to industrial workers in or adjacent to an industrial plant; and which is operated by the plant management or its employees or through contract with management or any other responsible group within the plant acting with the consent of management.

(over)

5. Method of Operation

- a ☐ Management
- b ☐ Industrial Feeding Contractor
- c ☐ Employee Association
- d ☐ Other (specify) \_\_\_\_\_

If industrial feeding contractor give name and address of home office.

\_\_\_\_\_

6. Usual length of worker's lunch period? \_\_\_\_\_ minutes.

7. Comments on adequacy and increasing utilization of present facilities.

\_\_\_\_\_

\_\_\_\_\_

8. At present, approximately how many production workers use in-plant facilities on each shift?

1st shift (day) \_\_\_\_\_ 2nd shift \_\_\_\_\_ 3rd shift \_\_\_\_\_

9. Comments on adequacy of commercial eating places in the community, boarding houses, and home food preparation facilities for plant workers.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Endorsement of reporting official indicating relation of feeding problems to production, manpower or health situation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_